



Getting started with The HUB, Maryland's Learning Management System (LMS)

To access The HUB, you will need your Statewide Personnel System ID known as the **SPS Employee ID**. *Your SPS Employee ID is your unique State employment identifier and will soon replace the use of your social security number on all personnel related transactions.*

- If you already have an account set up on the Payroll Online Service Center (POSC) <https://interactive.marylandtaxes.com/Extranet/cpb/POSC/Logon/Logon.aspx> you can find your SPS Employee ID there. (See below)

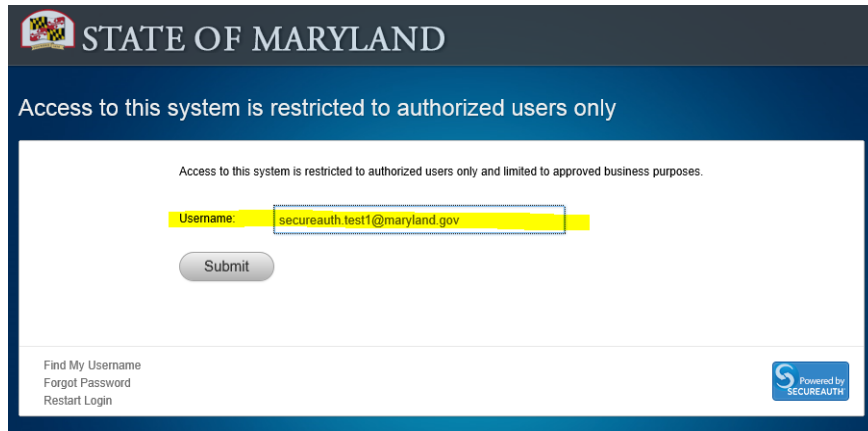
Please choose one of the following options:

■ Current Year Pay Stubs	■ Update Address / W4 (Tax Withholding)
■ Prior Year Pay Stubs	■ Update Direct Deposit
■ View / Print Duplicate W-2	■ Signup / Modify Web Only Access
■ View SPS Employee ID	

- **If you do not have an account at the POSC**, your division personnel liaison can provide you with your SPS Employee ID.
- If you have any difficulty accessing The Hub, contact the DoIT service desk: 410-260-7778 or by email at Service.Desk@Maryland.gov

To access The HUB learning system:

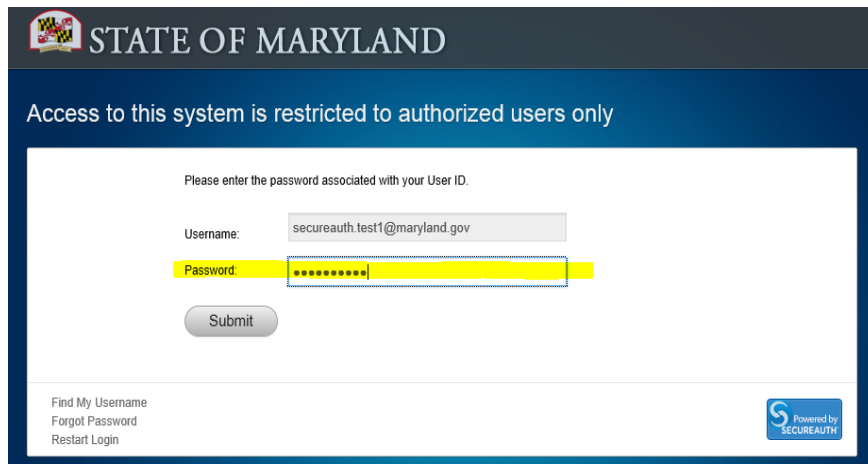
1. Navigate to the Single Sign On (SSO) portal which can be accessed at the following URL (to facilitate future access to the SSO portal **it is recommended that a browser favorite** be setup for this site) : <https://connect.md.gov>
2. Enter your Maryland State Gmail address (a.k.a. your Maryland.gov login ID) into the *Username* field as shown in figure 2 below:



The screenshot shows the initial logon screen of the SSO portal. At the top, there is a header with the Maryland state flag and the text "STATE OF MARYLAND". Below this, a blue banner reads "Access to this system is restricted to authorized users only". The main content area has a white background with a message: "Access to this system is restricted to authorized users only and limited to approved business purposes." Below this message is a "Username" label followed by a text input field containing "secureauth.test1@maryland.gov". A "Submit" button is located below the input field. At the bottom left, there are links for "Find My Username", "Forgot Password", and "Restart Login". At the bottom right, there is a logo for "Powered by SECUREAUTH".

Figure 1: SSO Portal Initial Logon Screen

3. On the following screen (shown in figure 3), input the same password utilized for authentication into your Google Apps account. Please note the following:
 - a. The *Username* field will be pre-populated
 - b. If authentication fails please reset your network password, wait 2-minutes, and re-attempt authentication



The screenshot shows the secondary password input screen of the SSO portal. It has the same header and banner as Figure 1. The main content area has a white background with a message: "Please enter the password associated with your User ID." Below this message is a "Username" label followed by a text input field containing "secureauth.test1@maryland.gov". Below the username field is a "Password" label followed by a password input field with masked characters (dots). A "Submit" button is located below the password field. At the bottom left, there are links for "Find My Username", "Forgot Password", and "Restart Login". At the bottom right, there is a logo for "Powered by SECUREAUTH".

Figure 2: SSO Portal Secondary Password Input Screen

4. The next page displayed will be your user profile page (shown in figure 4 below). Please note the following:
- a. All fields highlighted in green and red are required fields and must be completed before proceeding to the next step (ex. Knowledge Based Questions, Employee ID)
 - b. All fields not highlighted in green or red are optional and do not have to be completed before continuing
 - c. Users may have to complete the *Employee ID (EmplID)* field with their SPS Employee ID. It may auto populate with the Employee ID, but if not, it must be filled in.

STATE OF MARYLAND

Access to this system is restricted to authorized users only

User ID: secureauth.test1@maryland.gov

First Name: SecureAuth

Last Name: test1

Work Telephone:

Mobile Telephone:

Alternate Telephone:

Maryland.gov ID: SecureAuth.test1@maryland.gov

Personal Email Address:

Alternate personal email address:

Work Email Address: SecureAuth.test1@maryland.gov

Employee ID (EmplID): W1111110

Knowledge Based Questions (required)

☒ Hide Typing Below

Q: What city were you born in? [dropdown]

A: Required

Q: What was your favorite childhood game? [dropdown]

A: Required

Figure 3: SSO User Profile Page

5. Once all of the required fields are completed, click the *Update* button at the bottom of the page

6. In the next screen (shown in figure 5 below) select the icon named *The HUB: Cornerstone Learning Management System* for access to the Learning Management System (LMS):

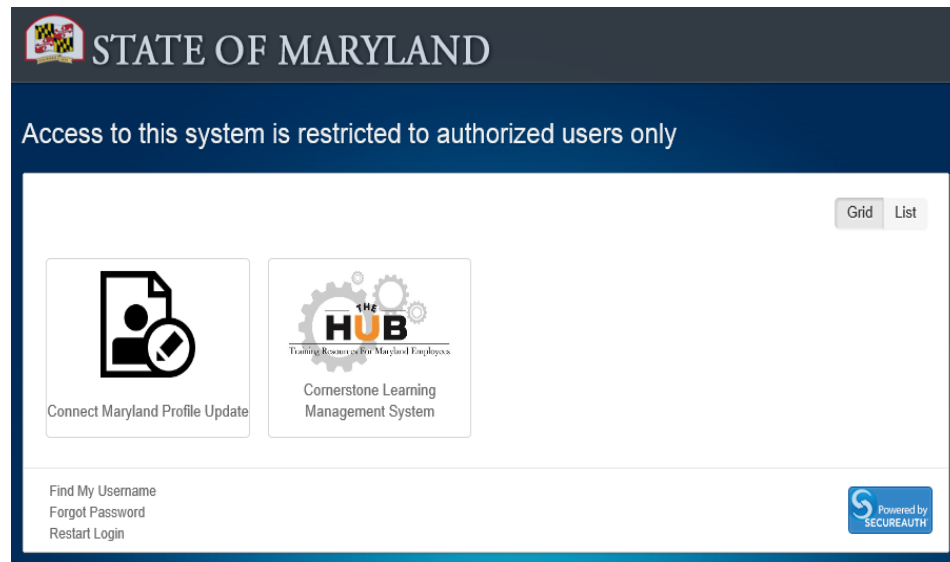


Figure 4: SSO Portal Applications Screen

7. On The HUB landing page, you will see this message (figure 6 below). Follow the instructions for adjusting the settings for your Pop-up Blocker based on using the **Chrome** browser. Once completed, you can check the box "do not show this message again."

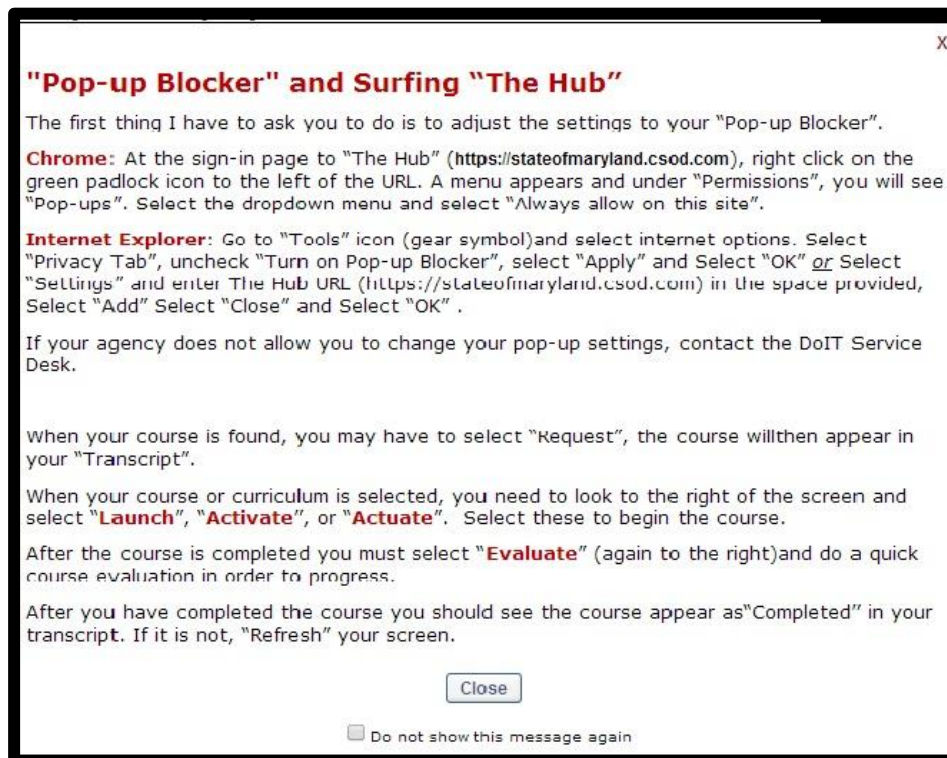
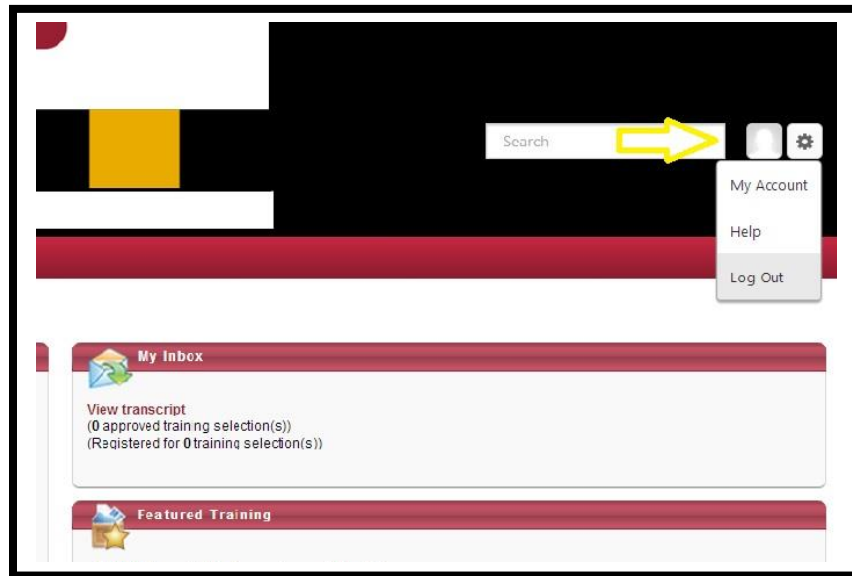


Figure 6: Pop-up Blocker Instructions

8. To Log out go to The HUB landing page (shown in figure 7 below) and click on the “gear” icon in the upper right corner. From the drop down list, select “Log Out.”



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